

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 18, 2004

ALL COUNTY LETTER NO. 04-11

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FAMILY PROMOTING
SAFE AND STABLE FAMILIES
PROGRAM COORDINATORS

**REASON FOR THIS
TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation
Change
- ☐ Court Order
- ☐ Clarification Requested by
One or More Counties
- ☒ Initiated by CDSS

SUBJECT: INSTRUCTIONS FOR THE PROMOTING SAFE AND STABLE FAMILIES
(PSSF) PROGRAM COUNTY PLAN UPDATES

The purpose of this letter is to provide counties with instructions and the time frame for submission of the PSSF three year plan update for Federal Fiscal Year (FFY) 2004 federal progress reporting purposes. The update covers the second year of the counties three year PSSF plan, the period ending September 30, 2003 (i.e., FFY 2003).

The California Department of Social Services (CDSS) has the responsibility for overseeing the implementation of the federal PSSF Program in California. As part of that oversight responsibility, each year, CDSS is required to submit a progress report to the federal government illustrating how PSSF funds have impacted program design, the delivery of services, and the quality of life of children and families served. The State is charged with submitting the progress update as part of the comprehensive report that represents a consolidation of the planning and reporting requirements for Title IV-B programs. The consolidated plan must be submitted by the State no later than June 30, 2004. In order for CDSS to meet this deadline, county PSSF plan updates must be completed and submitted on time. This year, the county plan updates must be submitted to CDSS by May 10, 2004.

As stated in All County Letter (ACL) No. 01-20, the Adoptions and Safe Families Act of 1997 (Public Law 105-89) specifies that PSSF expenditures are to be used for Family Preservation, Family Support, Time-Limited Family Reunification, and Adoption Promotion and Support. States are expected to expend a minimum of 20 percent in each of the four service components or provide a strong rationale if the expenditures are below the percentage for any one of the four components. Therefore, as outlined in County Fiscal Letter (CFL) No. 01/02-37, counties must expend at minimum 20 percent of their total PSSF allocation in each one of the four service components. The remaining 20 percent can be spent in any of the components at the county's discretion. Counties that are not currently allocating at minimum 20 percent to each service component must provide CDSS a strong rationale why it is not doing so, and describe its progress toward reaching this goal by FFY 2005.

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CFL No. 01/02-37 provides the appropriate Program Codes for claiming to the four service components. The Program Codes are: 515 Family Preservation Services, 516 Family Support Services, 675 Adoption Promotion and Support Services, and 676 Time-Limited Family Reunification Services.

Enclosed with this letter is the information necessary for counties to complete the PSSF plan update. Two updated copies must be submitted to the following address no later than May 10, 2004:

California Department of Social Services
Office of Child Abuse Prevention
Promoting Safe and Stable Families
744 P Street, MS 11-82
Sacramento, California 95814

An electronic version may be submitted via e-mail followed by the hardcopies. If you have any questions regarding this letter, please contact your Office of Child Abuse Prevention consultant. The county consultants list is enclosed.

Sincerely,

BRUCE WAGSTAFF
Deputy Director
Children and Family Services Division

Enclosures

PSSF ANNUAL UPDATE INSTRUCTIONS AND FORMAT FOR FFY 2003

Please provide a description of your county's PSSF programs, progress made during the past year, and any changes planned for the upcoming year. Provide the required information under each of the following headings:

1. **OBJECTIVES:** Utilizing measurable data, describe progress in achieving objectives. Note any changes in methods and tools used to gather data and measure results. Describe progress in achieving federal outcomes.
2. **SERVICE QUALITY:** Describe how the quality of PSSF services is being assessed, and how identified problems are being addressed. Describe the extent to which each service is available and being provided to different types of families.
3. **PLANNING BODIES:** Describe any significant changes in the local planning bodies or the collaborative planning process.
4. **TECHNICAL ASSISTANCE:** Describe technical assistance given by the county that supports service providers and PSSF plan goals and objectives.
5. **STAFF TRAINING:** Describe staff development and training activities that support the PSSF plan goals and objectives.
6. **BASELINE DATA:** Describe county baseline data collected and how it is being used for evaluations and plan modifications. Based on this data, describe any gaps in service, including mismatches between available services and family needs.
7. **SERVICES:** List the percentage of funding allocated to each of the four service components. Where PSSF services are a) provided to reunifying and adoptive families (e.g., costs for outreach and education), identify the percentage amounts for each service component and include them in the total allocation for Time-Limited Family Reunification, and Adoptions Promotion and Support. b) Where PSSF services are provided to strengthening parental relationships and promoting healthy marriages (e.g. costs for outreach and education), identify the percentage amounts for each service component and include them in the total allocation for family support. c) If the percentage for expending the funds for any of the categories is less than 20%, provide a strong rationale.

Service Component	Percentage of Allocation
Family Preservation	
Family Support	
Time-Limited Family Reunification	
Adoption Promotion and Support	

8. **LINKAGES:** Describe the linkages developed between and among the services under these four service components and other service systems. We are particularly interested in linkages with CalWORKS, substance abuse, child abuse prevention, early intervention services, mental health, local corrections, and work force development.

**OFFICE OF CHILD ABUSE PREVENTION (OCAP)
COUNTY CONSULTANTS**

March 2004

Alameda Contra Costa Del Norte Humboldt Lake Los Angeles Marin Mendocino Monterey Napa San Francisco San Mateo Santa Clara Santa Cruz Solano Sonoma	Fresno Kern Kings Madera Mariposa Merced San Benito San Joaquin Stanislaus Tulare	Alpine Amador Butte Calaveras Colusa El Dorado Glenn Inyo Lassen Modoc Mono Nevada Placer Plumas Sacramento Shasta Sierra Siskiyou Sutter Tehama Trinity Tuolumne Yolo Yuba	Imperial Orange Riverside San Bernardino San Diego San Luis Obispo Santa Barbara Ventura
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